

## System Administrator – Office Automation Expert

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Company: Getronics

Location: Brussels

Category: computer-and-mathematical

As a System Administrator – Office Automation Expert, you will be responsible for installing, managing, and upgrading Windows 10 systems, servers include IOS Apple in the area of hybrid office environment

You will also be responsible for managing data security, configuring user access, maintaining the stability of the system and availability for users.

### **Responsibilities**

Installation and configuration of PC, Mac and mobile devices hardware and software components in the PC, Mac configuration or mobile devices

Administration of the local IT environment, directly related to workplace (PC or mobile devices environment)

Participating in defining and documenting configuration of the PC or mobile devices environment

Documenting operational support procedures

Drafting technical content for knowledge database

Security administration and monitoring, in adherence to the security rules imposed by the Parliament's central security service (complemented by local rules where needed). This task includes anti-virus protection.

Software asset and Licence management

## Requirements

Minimum of 3 years of relevant professional experience – Proven work experience as a Windows Administrator is preferred.

Very good skills in Office Automation ( MS Windows, Mac OS, MS office, productivity applications), digital workplace and mobile computing

Good knowledge of automation with Powershell

Deep knowledge of Microsoft SCCM current Branch

Very good knowledge of MS Windows configuration tools and Active Directory policy management tools

Knowledge and experience with Microsoft Azure, Office 365, Intune is an strong asset

ITIL V4 Foundation Certified is an asset with Problem solving skills

Highly autonomous and IT skilled, with good skills and experience in scripting with PowerShell

3rd line support experience

Fluent in French and English

Knowledge of network security systems, intrusion detection systems, and data backup.

Good analytical and communication skills.

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